

Waukesha County Communications (WCC)
Operations Commission
Meeting Agenda & Summary Notes

Chair – Greg Jezak

Co-Chair – Donald Wiemer

Committee Members

John Dahms, Hans Lux, Dick Manke-County Board Supervisor, Steve Marks, Matt Pinter and
Daniel Tushaus

Meeting Date: 3-1-04

Time: 1:00

Location: Admin Bldg., Room 320

Present: Rich Bolte, Bob Hagen, John Dahms, Donn Hoffmann, Robert Jacobs, Kaye Kumbier,
Hans Lux, Steve Marks, Scott Taubal, Richard Tuma, Daniel Tushaus, Don Wiemer

Absent: Greg Jezak, Dick Manke and Matt Pinter

Meeting Agenda

Topics(s) To Be Discussed:

1. February 2nd Minutes
2. Building Update
3. Protocol Committee Recommendations
4. CAD Topics
5. Old Business
6. New Business
7. Handouts to Commission Members

Summary Notes

1. February 2nd 2004 minutes approved.

2. Building Update

- No major issues/concerns; awaiting occupancy permit. Water seepage inside Computer/Radio Rooms from SBC manhole. SBC onsite to repair conduit entrance.
- Dedication Ceremony and Open House scheduled for May 8th beginning at 9:00 am to noon.
- Radio Services has completed its testing of the new radio system at the Tower location. Will proceed to install at WCC.

3. Protocol Committee Recommendations

Technology Protocols Committee – N/A

Police Protocols Committee

TBnature (Revised) List w/Priorities ***Approved***

The Police Protocols Committee voted/approved the revised TBnature list w/Priorities dated January 8th, 2004 to be the initial list of TBnature Call Types that would be used by WCC dispatchers.

Fire/EMS and Police Protocols Committees – N/A

4. CAD Topics

- A. Waukesha County Sheriff (WSD) Conversion – effective Tuesday January 27, 2004. WSD has decided to begin using the Spillman Incident Reporting module

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effective, March 29th. Further discussions are forthcoming b/t WSD and Dane County Sheriff regarding the Civil Process module.

- B. Response Plans – Per Spillman training, it was found that this module couldn't be partitioned between agencies; whoever is given access (add/change/delete records) would have access to all participating agency's information. It was at the request of Jeff Johnson, Protocols Committee Chair; Fire/EMS the Operation Commission assign county staff for the ongoing maintenance of this information.
- C. Premise/Key Holder Information – Per Spillman, this module can be partitioned between agencies. (Refer to #2 above for same concerns in maintaining data, ongoing.)

5. Old Business

A. Management Control (Cooperation) Agreements

The Operation Commission requested a discussion begin with Waukesha County Corporation Counsel regarding cooperation agreements between participating agencies that would rely upon one another for additional support, if warranted. Based upon these agreements, formal 'response plans' would be created and programmed into the new computer aided dispatch (CAD) software system. The example given that is in place by some agencies was the 'Joint Powers Agreement'.

- ✓ **9/25/03** – Tom Farley confirmed that the Standard Operating Procedure (SOP) document would be acceptable for the WCC to use as it moves forward in developing its operating policies and procedures and, with participating agencies. The Police Protocols committee recommended it would be in the best interest for all parties if a 'binding' agreement were developed between the WCC and the participating agencies to address the release of records. Richard Tuma will meet with Tom Farley for input in creating an Intergovernmental Agreement between the County and all participating agencies relating to the handling of this information.
- ✓ **12-11/18, 1/8/04** – In-process (Tom Farley-Corporation Council, City of Brookfield-Attorney, Attorney General, etc)
- ✓ **1/22/04** – Committee members and guests spoke to the draft documents submitted by the City of Brookfield and the Waukesha County Corporation Council and, a letter from the State Attorney General Office regarding a Public Records Policy. (Refer to 'Handouts' for titles, etc.) Speaking on behalf of the City of Brookfield was Mr. Dean Collins, Assistant police Chief and Mr. Tom Farley, Waukesha County Corporation Council. On a motion made by Mr. Daniel Tushaus, Chief of Police, City of Brookfield, committee members agreed that Mr. Collins, Mr. Farley and Mr. Vince Moschella, Assistant City Attorney, Brookfield meet with the State Attorney General Office to seek further clarification on this issue. It was also agreed this matter would be presented to the Fire/EMS Protocols Committee for information purposes.

3/1/04 – Open Issue

B. WCC/ City of Waukesha Backup Agreement

Begin discussions with the City of Waukesha relating to their dispatch operation as an interim backup site for the WCC.

12/11/18, 1/8/04, 1/22, 2/2, 3/1 – In-process (Tom Farley; Corporation Council).

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6. New Business
 - A. The dispatch hiring process continues. As of this date, there are seventeen applicants.
 - B. It was the request of Commission members to open discussions with Tom Farley, Corporation Council as it relates to the 'Joint Powers' agreement.
 - C. It was requested by Donn Hoffmann and approved by Commission members to tentatively hold a follow-up meeting on Monday May 17th at the WCC beginning at 1:00 pm. This meeting will/will not take place based on presentations made by the protocol committees, Radio Services and the County IS Dept. personnel at the May 3rd meeting. The purpose of the May 17th meeting would be to make a final decision regarding the conversion of the Sheriff's Dispatch Operation to the WCC and corresponding agencies on May 22nd.
 - D. Donn Hoffmann brought to the attention of Commission members the need to understand/discuss the ongoing maintenance and support for the following areas: Response Plan Information, Premise Information, Key holder and Common Place Name information from the participating communities. Rich Bolte stated that the county would accept responsibility in maintaining this information and, would require further review as to who would be assigned these tasks.
7. Handouts to Commission Members:
 - TBnature Priority Code Listing
 - Commission Approvals Listing
 - WCC Services Offered versus Non-Offered Services

Requested Documents: Joint Powers Agreement

Requested Attendees: N/A

Requested Handouts: N/A

Next Meeting: Monday April 5th 2004
Waukesha County Communications

Minutes approved by:

Name: _____
Commission Chair/Co-Chair

Signature: _____

Date: _____